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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060046-0  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 June 1955

FROM : Chief, Real Estate and Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

## a. Admin. Bldg.:

- (1) Drapes were received for IAC Conference Room and Reception Room. As soon as the Reception Room is vacated it will be painted and drapes hung. Work in Rooms 126 and 136 was completed on 31 May.
- (2) PBS will expedite installation of steel pole for flag in front of Admin. Bldg.
- (3) ONE air conditioning, fabrication of ducts started and electricians started installation on 1 June. Materials being procured on emergency basis. Three ton unit is being disconnected in East Bldg. for relocation in Admin. Bldg.

## b. Additional Space for Medical Office:

Study has not been completed in conjunction with additional space requested by Medical in Central Bldg.

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## c. Alterations and Installations [REDACTED]

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Move of Management Staff from Bldg. [REDACTED] completed on 26 May. Removal of partitions from north wing of first floor, [REDACTED] nearing completion. Window grilles were installed on first floor windows on 1 June. Electrical requirements have not been received from [REDACTED] indications are that additional transformer capacity will be required.

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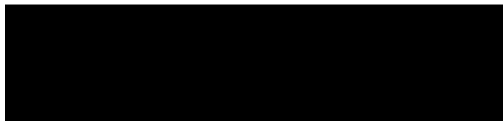
## d. [REDACTED] Committee Space, 2210 E St.:

PBS requested to install fluorescent lighting and paint as requested by the Committee. A major portion of this work cannot be started until ORR vacates 3rd floor space. This move is being delayed until CIA Safety Officer approves relocation of ORR files from 1st to 2d floor.

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25X1A

e.



Policy decision approved to place security fence  
between housing area [REDACTED]

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f.



Div. representative and D/OL proceeding to site to con-  
fer with A&E [REDACTED] on project.

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g.



PRC has approved project for construction of facilities.  
Division representative to be at site by 25 July 1955.

2. General:

Regulation covering the functions of the Space Maintenance &  
Facilities Branch is scheduled for completion on 15 June.

3. Projects and Studies in Process:

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a. Construction and Utilities:

(1)



25X1A

Air Conditioning: Contract prepared  
for execution and forwarded [REDACTED]

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(b) Warehouses at [REDACTED] Plans and speci-  
fications completed and forwarded [REDACTED]  
for soliciting bids.

25X1A

(2)



- (a) Painting of exterior of various building:  
Work completed and ready for inspection.
- (b) Heating Plant Repairs: Work completed and  
ready for final inspection.
- (c) Airfield Repairs: Tests completed on 26 May.  
Results showed complete relaying of surfacing  
necessary. A decision of all concerned is that  
a seal coat job can be done on this airstrip.  
specifications are being written to accomplish  
this work. Complete renovation of airstrip to be  
accomplished in coming year.

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(3) Commo, [REDACTED]

Approval of sewage disposal system being granted.  
Field being notified by cable.

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b. Real Estate:-

25X1A (1) Release of [REDACTED] Warehouse:-

25X1A Government-owned improvements located on the  
[REDACTED] property have been declared to GSA as  
25X1A excess to the needs of this Agency as of 30 June  
1955.

(2) Housing, [REDACTED]

25X1A Request made [REDACTED] to furnish  
cost and other information on construction of two  
25X1A houses at subject location.

(3) Quonset Huts, [REDACTED]

25X1A Additional \$1,000.00 transferred [REDACTED]  
[REDACTED] to cover additional cost of electric work  
STATINTL and rehabilitation [REDACTED]

25X1A (4) Purchase of 3 houses, [REDACTED]

25X1A Purchase of subject houses was discussed with FE  
Division relative to information received from the  
field. Decision reached that such houses are not  
justified from an operational or security viewpoint.  
Accordingly, field being advised that request to  
purchase can not be approved.

STATINTL (5) Service Contracts [REDACTED]

Four contracts covering services at the subject  
stations [REDACTED] were forwarded to bidders.

25X1A (6) Housing, [REDACTED]

STATINTL Field advises that plans are being implemented to  
acquire housing on the local economy and request  
allocation of funds for Fiscal Year 1956 in the  
amount of \$384,000.00. Matter being discussed  
with [REDACTED] Division.

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3C - Space, Maintenance and Facilities

25X1A a. [REDACTED] - Transformer Project:

Final inspection of project revealed twelve items which require correction. Contractor has been notified accordingly.

25X1A b. [REDACTED] - Motor Pool:

All work in connection with renovations completed with exception of painting.

25X1A c. [REDACTED]

Project 99% complete; the painters strike is holding up completion of project. Inspection of the project has revealed a number of items which require correction by the contractor.

d. Air Conditioning for Special <sup>Purchase</sup> Projects Branch - R & S Building:

Plans are being prepared covering the extension of duct work from ten ton air conditioning unit supplying Logistics Briefing Room. Estimate will be obtained from PBS prior to submission of job order.

25X1A e. [REDACTED]

(a) Minor modifications will be made to air conditioning unit plenum supplying the Camera Room; job order is being prepared this date.

(b) Job order covering additional requirements for Vault A has been submitted to PBS. Acoustical tile and correction to electrical service are the major items.

f. Curie Hall:

The Office of Personnel has advised this Branch that major alterations and renovations will be required in conjunction with reorganization of the office. Formal request and requirements have not been received.

g. Recreation and Services Building:

Bid opening date for fluorescent lighting system in Auditorium has been set for 14 June 1955.

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2 June 1955

3C - Space, Maintenance and Facilities

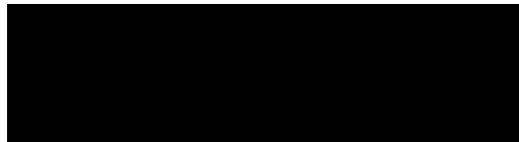
h. Moves:

Completed during past week:

ORR (partial) within Tempo M Building, 27 May

Tentative for coming week:

No moves scheduled.



Chief,  
Real Estate and Construction Division

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